

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, Records Center Division,
Office of Records Management, NARS,
Washington, D. C.

DATE: JUN 8 - 1960

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FROM : Regional Director, NARS
Kansas City, Missouri

SUBJECT: Central Intelligence Agency Personnel Folders

As you know, CIA does not retire its personnel folders to FRC St. Louis. However, it does secure folders from St. Louis or from the agency personnel offices when a former employee is rehired by or transferred to CIA.

St. Louis recently received from CIA a shipment of personnel folders. These folders cover only the employment with other agencies before appointment at CIA. Perhaps other such shipments have been made by CIA but, if so, they escaped notice at the Center.

This is the first evidence we have had that CIA has adopted the practice of retiring all non-CIA records on their separated employees. Since CIA does transfer its folders to other agencies who reemploy former CIA employees, we wonder at the necessity and wisdom of splitting the folders as they are now doing. It would seem better that the complete folder be retained by CIA.

The present practice creates something of a refile problem at the Center. This is true since many of the folders are not in chronological order (a separation other than the latest one is filed on top). This requires detailed screening at the Center to determine the records group into which the folder should be filed.

Suggest this matter be discussed with CIA to review the necessity for splitting these folders. If it is agreed that the practice should continue, we should like to know the timetable they use for segregation and retirement of the non-CIA portion. Is it done immediately after separation, 1 year after separation, or at some other time? Also, if the practice continues, please ask CIA if the folders retired to FRC can be put in chronological order before shipment.